

## COURSE OUTLINE

### Leadership and Management Skills for Middle and Senior Managers

#### Course Overview

This is a 3-day course intended for middle and senior managers in organisations. The course will provide the participants with the requisite leadership and management knowledge and skills to effectively lead their teams and efficiently manage resources at their disposal.

Leaders exist at all levels of an organization, and face challenges no matter their role. Most often, at lower levels of leadership, there is need to blend together leadership and management skills. Therefore leadership and management skills are very critical particularly at middle management. Such leaders need not only understand leadership, but also managerial skills that shape their everyday work life

#### Target Audience

This course is suitable for new and old Middle to Senior Managers wanting to improve their leadership and management skills.

#### Learning Outcomes

By the end of the course participants will be able to:

- Define leadership and describe the types of power that leaders possess
- Understand the principles of leadership
- Demonstrate an understanding of leadership styles
- Appreciate the interplay between management and leadership
- Perform effectively the role of leaders in management
- Manage teams at the workplace effectively
- Influence organization members without formal Authority

#### Content Covered

The following content will be covered in the course.

##### Introduction to leadership

- What is leadership?
- Types of power leaders possess
- Attributes of effective leadership
- Leadership skills
- Leadership traits

##### Leadership roles

- The principles of leadership
- Types of leadership styles

### **Leadership vs Management**

- Leadership Vis-à-vis management
- Difference between a leader and a manager

### **Managerial roles and functions**

- Management Roles
- Principles of Delegation

### **Managing high performing teams**

- Characteristics of High-Performing Teams
- Team Development
- Trust Within Teams
- Improving Team Functions

### **Leadership and management influence**

- Principles of Influence
- Sources of Influence
- Influencing Techniques
- The Influential Conversation
- Establishing Credibility
- Harnessing Your Power
- Networking

### **Assessments Methods**

A variety of assessment tools will be used throughout the course to gauge the level of understanding of the participants. These include mixture of individual and group presentations done in class.